

REQUEST FOR PROPOSALS

MASTER PLANNING, AND PROGRAMMING ~~AND~~
ARCHITECTURAL, CONCEPT DESIGN AND
~~ENGINEERING~~ DESIGN DEVELOPMENT SERVICES

JOINT PUBLIC SAFETY FACILITY
HENRY COUNTY FIRE STATION #2 REPLACEMENT
CITY OF LOCUST GROVE POLICE AND COURTS ~~FACILITY~~ FACILITY

PROPOSAL DUE DATE: February 21, 2014 BY 3:00PM

Mandatory Pre-Bid Meeting: February 11, 2014 @ 2:00 PM
Questions Due: February 14, 2014 @ 2:00 PM
Answers to Questions: February 18, 2014 @ 2:00 PM

All Times are Local Times (EST)

City of Locust Grove Contact
Tim Young, City Manager
City of Locust Grove PO Box 900 3644 Highway 42 Locust Grove, GA 30248
Telephone: (770) 957-5043
Facsimile: (770) 954-1223
E-Mail: tyoung@locustgrove-ga.gov

INTRODUCTION:

PURPOSE: The City of Locust Grove invites interested and qualified consulting firms to submit a proposal responsive to the issues and requirements outlined in this Request for Proposals (RFP) to provide master planning, ~~and~~ programming, ~~and~~ conceptual ~~architectural and engineering design~~ and design development services for a proposed new Joint Public Safety Complex housing a relocated Henry County Fire Station #2 and the city's Police and Courts facility, located adjacent to the LGI City Hall historic building at the intersection of Frances Ward Drive, Bill Gardner Parkway and Highway 42 at the southern end of Henry County. The Master Plan will also incorporate future uses anticipated on the municipal campus, including relocation of facilities demolished for the construction of the Public Safety Facility, areas for mass gatherings routinely held on the municipal grounds, likely construction of a Veterans' Memorial Garden, and for future growth of the 20+ acre property.

The City seeks to retain a consultant team comprised of a firm (or firms) with broad experience and qualifications in the successful planning, programming and design of joint public safety facilities similar in scope, size and scale to the center planned by Henry County Fire and Emergency Services, the City of Locust Grove Police Department, and the Locust Grove Municipal Court. It is the further desire of the City that such experienced and qualified firm(s) be associated with an architectural or engineering firm with local ties to the Henry County community and its citizens.

As indicated by the selection criteria contained in this RFP great weight will be given by the City for experience and benefits provided by the respondents for similar projects. Selection and award of a contract by the City will be made on the basis of the criteria as outlined in the proposal document. Definition of such experience and qualifications includes the completion of not less than six (6) similar-scale (currently operational) projects within the past ten (10) years. While location in the Southeast United States of similar facilities would be preferable, the desire is for the selected consultant, or consultant team member, to have the needed experience and track record of similar projects anywhere across the country. Respondents are directed to draft their proposals in such a manner as to purposely present this prior similar project information and descriptions as the lead discussion and presentation in their proposals, and to provide current contact information for both the governmental agency responsible for the project's administration and management, and the operators of the fire stations and/or police stations within the governmental agencies for the fire department and the police department for public safety agencies. Respondents are advised that such project references will be contacted, and that such contacts may be broadened beyond those named, based upon information provided, from these contacted references or other listed example projects. In describing each project reference, each respondent shall clearly, completely and accurately describe their specific roles and responsibilities for that project. Respondents are further encouraged to add or address information as to what or how their role or involvement in the referenced example projects benefited the success of the project, in terms of planning, design and operations.

The City reserves the right to reject any or all proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the City.

MANDATORY PRE-PROPOSAL CONFERENCE: A **mandatory** Pre-Proposal Conference will be conducted on **Thursday, February 11, 2014 at 2:00 P.M.** local time, at the project site, located at the address noted above. **Attendance at the Pre-Proposal Conference is mandatory** for respondents submitting a responsive proposal for this project. Interested respondents arriving more than thirty (30) minutes after the published starting time for the Mandatory Pre-Proposal Conference will not be

allowed to submit a proposal for this project. Interested respondents must be present for the entire Pre-Proposal Conference. Confirmation of attendance at the Mandatory Pre-Proposal Conference by the time set forth and required must be documented by signature to the Formal Attendance Form controlled by the City. All interested respondents are encouraged to arrive early to better assure proper signature to the Formal Attendance Form. Only one person from each interested respondent is required to sign the Formal Attendance Form. Representatives that are required to attend the Mandatory Pre-Proposal Conference and have visited the site are defined as the prime or lead firm that would execute the Professional Services Agreement with the City. All other interested parties, members of the prime consultant's team respondents, and members of the general public are also invited to attend. Other parties attending for "*Information Purposes ONLY*" will be asked to sign a separate Attendance Form. Interested respondents, attending the Mandatory Pre-Proposal Conference are solely responsible for signing the correct attendance form to be eligible to submit a proposal.

BACKGROUND: Henry County, Georgia, is a rural/suburban county of 207,000+/- population located along I-75 approximately 25 miles southeast of downtown Atlanta, and for many years during the 1990s and 2000s was one of the top ten fastest growing counties in the nation. The City of Locust Grove lies at the southernmost portion of the County and grew by over 400% in land area and by more than 132% in population in the previous decade. This recent growth places tremendous pressure on the needs for fire protection, for police services and municipal courts, which has been exasperated by outdated facilities and need for more equipment for greater security coverage.

The project will be funded primarily from the Special Purpose Local Option Sales Tax (SPLOST) programs (primarily SPLOST III) approved by the voters of Henry County and the City of Locust Grove in 2007, with additional funds for final engineering and construction programmed in SPLOST IV. SPLOST IV funds are scheduled to be collected from April 2014 through April 2020, although anticipation notes will likely be used to speed up delivery of the facilities. In addition, for the purpose of financing public safety facilities, other revenue sources identified and approved by the City of Locust Grove may be used, including impact fees and general fund balance.

The planned joint Public Safety Facility will be located adjacent to City Hall, which was placed on the National Historic Register in 1986 as the Locust Grove Institute (LGI) Building. The proposal is to site the facility in the similar location as the former Dormitory for Boys was located on the north side of the LGI Building. The Municipal Campus consists of approximately 20 acres in several parcels that currently house the city's administrative offices and courtroom, the police department in various buildings located on the campus, two pavilions for public use, open space and an adjoining cemetery. The site is bounded on the north by Bill Gardner Parkway, on the east by the Norfolk-Southern Railway and Georgia Highway 42, to the south by Henry County Board of Commissioners (Recreation Center). The property is further described by the Boundary Survey on file and will be available at the Pre-Proposal Meeting. The selected consultant shall work with the city regarding any needs for updating any property boundary and topographic survey due to any age or lack of data. The parcel is characterized by relatively flat topography, although there is a considerable amount of drainage from the remainder of the site in this vicinity. A preliminary geotechnical investigation has NOT been conducted at the site. The selected consultant shall work with the City to determine the scope of geotechnical data to be collected, and the consultant will be required to have geotechnical work to be performed based on those agreed upon parameters.

As noted on Appendix C, each respondent is required to have visited the site. The respondent's representative to have visited the site shall hold a senior management or design or engineering position

within the respondent's proposed project team. Documented attendance at the Mandatory Pre-Proposal Conference by such a representative of interested consultants, planners, architects, and engineers shall meet this requirement for having visited the site. In addition to topographic and boundary considerations, the site was a former boy's dormitory for the Locust Grove Institute and currently has current Fire Station #2 as well as a community pavilion with restrooms on the project site. It is preferred to protect the existing fire station as long as possible to avoid temporary relocation, if at all feasible. The selected consultant will work closely with our utilities staff and engineering consultant to confirm utility information to determine and confirm that adequate capacity is available at or reasonably near the site to support the needs of the joint Public Safety Facility. If additional site survey data or information is needed by the consultant, the consultant shall clearly and fully define and describe such needed additional information and the County shall obtain such needed additional data at additional cost. Access to the property off Bill Gardner Parkway currently exists via Frances Ward Drive, and may require certain upgrades such as some curb and gutter improvements, sidewalks, and turning lanes and/or emergency signal installation.. Unless otherwise determined by the consultant, based upon the preparation of the master plan and programming efforts to be performed under this proposed project, it is the desire of the City to keep and maintain these currently existing access points into and out of the site. In addition, the selected consultant shall work with the City of Locust Grove and Henry County, and if required the Georgia Department of Transportation, to determine and review and future improvements for Bill Gardner Parkway or Highway 42 that might or could affect the development of the site for parking and circulation. As a minimum, installation of curb and gutter with sidewalk along Frances Ward Drive along the western property lines is included within the scope of services to be provided under the professional services for this project.

The **preliminary** concept plan to be developed for the proposed Joint Public Safety Facility and subject to revision by the selected consultant based on stakeholder input, including projected costs, will be comprised of a two (2)-story police and courts administration building (including elevator access, locker rooms, fitness facilities with showers) at approximately 18,000 Gross Square Feet (GSF) with an additional ~~45~~estimated maximum of 10,000 Gross Square Feet (GSF) for Fire Station #2 relocation, including dormitory facilities and three (3) drive-through bays for firefighting and EMS apparatus (including provision for an eventual ladder truck). The Fire Station #2 portion of the structure is currently anticipated to hold administrative offices and support areas, teaching and instruction classrooms, a physical fitness facility, and locker rooms and shower facilities for male and female personnel. The Police and Courts Facility section shall contain enough space for up to 50 personnel, court room on the second level with controlled access for the delivery of incarcerated persons (Sally Port) from the ground level to the court area for disposition of the respective case. The consultant shall also work with Henry County Fire and Emergency Services and the Police Department for efficiencies with shared-use areas, including training/meeting space as well as fitness facilities and showers, if possible. The overall facility façade along the frontage of Bill Gardner and Highway 42 shall incorporate the look of the old Boys Dormitory for the LGI, with more freedom along the Frances Ward street frontage for the relocated Fire Station #2. Additionally the master plan shall incorporate areas for displaced structures and possible locations for a Veterans' Memorial Garden as well as continued provisions of areas for mass gatherings which happen on the campus during the spring and fall.

The City has determined a total project budget in the range of \$3.8 to \$4.8 Million would be necessary for all elements of the project, including, but not limited to: master planning and programming services, architectural and engineering design services, site development for roadways, parking and utilities, construction and equipping the Public Safety Facility, contingencies, and other testing, support and administration services or systems. The selected consultant shall evaluate this budget against the

conceptual site and architectural plans and master planning document and offer suggestions and recommendations for reconciliation of the desired project against an estimated cost to establish a more realistic budget for the full build-out of the project and how that might affect the scope of the Phase I project that goes forward.

The selected consultant will be required to work with the Fire and Emergency Services staff, the Police Chief, City Manager, Mayor, Commissioners, the Locust Grove Historic Preservation Commission and other stakeholders to develop recommendations for the project's scope, design, construction, and budget, and to help guide the overall development of the proposed Public Safety Facility. Administration and management of the consultant and the project as it moves forward will be under the direction of the City, working in close association with and support of the Henry County SPLOST Management Office and the various stakeholders. At this time, SPLOST III funding of the project is believed to be sufficient to allow the master plan and the preliminary concept and or architectural ~~engineering~~engineering plan documents suitable to eventually move directly to development of scope for Design-Build of the proposed facility. Accordingly, the selected consultant will work with the City to develop a master plan phasing plan that will allow an organized and orderly implementation of construction.

SCHEDULE: For purposes of assisting the consultants in their preparation of a responsive proposal, the respondents should anticipate that the selected consultant will begin work no later than sixty (60) calendar days after submitting their proposal. This will allow time for the City's review of all written proposals, the interview of shortlisted firms, if necessary, approval by the City Council and execution of the Professional Services Agreement by the parties. Thereafter, the City anticipates the following schedule:

2 Months: Programming and Master Planning.

2 Months: ~~Schematic~~Concept Design/Design Development; to include all elements of the approved program and master plan, and ~~preliminary concept engineering and architectural design development~~ plans (30%), including a detailed cost estimate based upon the approved Conceptual Design.

While the above description indicates a four (4) month schedule, it is anticipated that some activities may overlap, so that the above work can be completed in less time.

The project process will include the following phases:

- Programming and Master Planning;
- ~~Schematic~~Concept Design;
- ~~Conceptual~~ Design Development, including cost estimating;

NOTE: Cost estimates should be developed and refined throughout the process.

During the course of ~~providing design and engineering services~~each phase, the selected consultant shall prepare four (4) detailed cost estimates of the work and submit to the City for review and approval ~~at the conclusion of and with the program and master planning document, at the time of the evaluation of the existing structure to determine its use in the project, and at the conclusion of and with the submittal of the preliminary design and the scoping document~~ These estimates shall be at a level of detail that includes specific materials, systems and quantities derived from the drawings, and quality and performance standards contained in the specifications. The consultant is expected to develop the

~~detailed design to incorporate the elements of the programming study and master plan within the budget established for this project. It may be necessary, however, to use these estimates to redefine the elements of the project to remain within the established budget or to bid certain portions of the project as alternates to remain within budget. Any revisions to the plans and specifications that may be required due to inaccurate cost estimates by the consultant resulting in the project having to be re-designed and/or re-bid, will be the responsibility of the consultant at no additional costs to the City. The consultant shall make presentations to City staff at each phase of design as outlined above and shall receive and incorporate comments into the documents as directed by staff. In its discussion and description of its project approach, the Consultant shall indicate the number of meetings, presentations, and site inspections (particularly with regard to the Consultant's and Sub-consultants' participation in site inspections during the construction administration phase) included in the base fee. The consultant shall prepare and distribute minutes of all design and pre-construction phase meetings. City will expect a package of deliverables above and beyond the deliverables required by any other State or City agency, for example the Community Development, Public Works, Public Safety, and Henry County, etc. All labor and materials provided by the consultant to satisfy the requirements of any such reviewing or permitting agency are to be included in the base fee and will not be considered for further reimbursement as updated during the process..~~

DELIVERABLES by and from the selected consultant for this project will include:

Programming and Master Planning: Presentation to City staff and the Board of Commissioners, seven (7) complete sets of documents and reports, and cost estimates and determination and recommendation of relocated and new facilities, for review. Again, the purpose of the "programming and master planning " phase is to assist the City in determining the scope and phasing of the project that will best meet the needs of the City's Police and Courts operations and ~~Henry~~ City and Fire and Emergency Services, within the stated construction budget, and that will minimize the required tax subsidy of operation and maintenance costs.

Schematic Concept Design: Presentation to City Council and the Board of Commissioners, seven (7) complete sets of ~~schematic concept~~ plans, for review; cost estimates that ~~identify~~~~identify~~ all major components and elements of the project by unit cost and total for design items, with allowances for all other costs; a preliminary list of all drawings anticipated for the final package, conceptual utility routing and preliminary schedule.

Conceptual Design Development: Presentation to City Council and the Board of Commissioners, seven (7) complete sets of ~~design development~~ plans for review, including among others: building elevations, drainage and grading, clearing limits, preliminary planting plan; updated cost estimate that identifies all major components and elements of the project by unit cost and total for design items; materials list, samples and descriptions, if necessary; drainage study calculations; special plans and details for unique elements; 30% complete specifications to be used for this project; updated schedule.

Digital Documents Preparation: The consultant shall also be responsible for providing digital information based on the following performance criteria:

1. Provide all plot files associated with each of the hard copy sheets, which will include a boundary survey with topographic sheet and a site plan of the entire campus. ~~The Consultant must confer with the City to ascertain the plotter type and pen table for which the plot files will be defaulted..~~

2. Provide digitally all data and elements present on all hard copies (i.e. plans, sections, elevations, details, illustrative graphics, etc.) in a form fully editable in AutoCAD[™] and in Portable Document Format (PDF). The loss of any data through conversion from any other digital format is unacceptable. Consultants are warned against the use of software or software features which are not fully compatible with AutoCAD[™] or with Adobe Acrobat[™].

~~3. The Consultant shall provide font files for any fonts used which are not standard in AutoCAD. All licensing or fee issues associated with the delivery of said font files shall be the responsibility of the Consultant to resolve.~~

4. All site design layers must present their associated data (ex. sanitary sewer, signage plan, vehicular roads and parking, etc.) in a format which covers the entire campus acreage, and must include the same information as shown on all other views (enlargements, reductions, match-lined plans, etc.) included in the hard copy set.

~~5. Submit with the proposal, proposed layer naming standards for site and building design. The City must approve the final file and layer naming standards used by the selected Consultant for this project. The City shall withhold Two Thousand and 00/100 Dollars (\$2,000.00) of the consultant's fee until the integrity and completeness of the digital deliverable can be demonstrated. The Consultant will include the provision of the above described deliverables package in the fee for the work and will not be further reimbursed for these services.~~

III. PROPOSAL SUBMISSION INSTRUCTIONS: Consultants are requested to submit one (1) original unbound and seven (7) copies of the proposal package to meet the requirements below.

1. Provide a description of the experience of the firm or team in the design and construction administration of at least six (6) Joint Public Safety Facilities of a similar size and scope over the past ten (10) years. Specific experience of the proposed team members who will actually be working on this project is required and should be highlighted. Specific experience of the lead consultant and its managers or designers who will directly manage or prepare the elements of the Joint Public Safety Facility elements of the project shall be included; as set forth and described in the opening section and paragraphs of this RFP..

2. Provide a Project Organization Chart describing all key personnel including, the point of contact with the City's agents; personnel responsible for quality control; personnel responsible for coordination of all sub-consultants; person responsible for performance of the project manager. Describe any special skills or experience which key personnel might contribute to the successful completion of this particular project and the elements within that will make the project a "best of class" Joint Public Safety Facility. Clearly describe which firm will be the lead firm and if the proposed lead firm is not the Joint Public Safety Facility expert consultant, the organization chart and proposal will describe how the lead firm will allow direct access by the City to present and explain, and discuss facility needs and concepts for operations and training.

3. Provide a written Project Approach to identify how the consultant will proceed with all aspects of the process to develop the programming and master planning document and the preliminary engineering and architectural concept plan documents within the timeframe desired by the City.

4. Provide a master project schedule indicating the time necessary for all programming, master planning, evaluation and preliminary engineering and architectural concept design. This schedule will be evaluated in terms of the Consultant's estimation of the total time frame for project design and construction and the Consultant's organization of programming and planning, design development and

construction as it relates to the City's goal of beginning construction as soon as possible, and completing construction by the end of 2015. Provide references of any similar project where a similar schedule was accomplished.

5. In a **separate sealed envelope identified with the proposal name and number, date of opening, company name, and indicate "Fee Proposal"**, provide a fee proposal on the attached form to cover ALL consulting fees needed to complete the work identified to be performed and completed by the consultant for each phase or portion of the project, including all reimbursable expenses deemed necessary or needed by the consultant. Within the original copy of the proposal, include and insert only a single copy of the separate sealed Fee Proposal envelope. Each fee proposed shall be considered to be inclusive of all costs that will be incurred by the Prime or Lead Consultant and all Sub-Consultants whose consulting services are required to complete the work described above, and each such phase or portion of the project shall become a "capped" Not to Exceed (NTE) fee amounts. Proposed fees shall be identified for each portion of work to be provided. If the Consultant anticipates that services will be required to complete the work that will require consulting services not outlined in the Scope of Work, the Fee Proposal shall describe these services in a distinct separate line item.

6. Proposals must be received by City of Locust Grove – City Clerk, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248 Not Later Than (NLT) 3:00 PM, Friday, February 21, 2014. Late proposals will not be accepted.

IV. SELECTION PROCEDURE AND EVALUATION CRITERIA Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria's values weighted as shown **(MAXIMUM 200 POINTS)**:

- 30 POINTS: The experiences of the prime, lead firm, its sub-consultants and the individuals proposed to work on this project as they relate to projects of a similar nature and scope. Consultant must provide detailed examples of projects of a similar nature and scope, and include contact information for individuals who worked on each project (name, title, and address).
- 20 POINTS: References of the prime, lead firm, its sub-consultants and the individuals proposed to work on this project.
- 30 POINTS: The experience of the firm specifically retained to lead and manage the planning, programming and design effort of the project for the Public Safety Facility master plan and preliminary architectural and engineering concept plans
- 10 POINTS: Acceptance and willingness to promptly execute the proposed Professional Services Agreement.
- 40 POINTS: Project Approach: The Consultant's understanding of the variety and progression of work tasks from programming and master planning and existing site and structures evaluation, to preliminary design for estimating and budgeting scope of work to allow the project to proceed
- 40 POINTS: Proposed Fee for professional services.
- **170 POINTS TOTAL POINTS based upon review of submitted written proposal only.**
- 30 points Interview; if needed.

200 POINTS GRAND TOTAL POINTS: Written Proposals and Interview. The Proposals will be evaluated in order to select the firms or teams which rate highest according to the criteria above. The

selection committee will then short-list the highest scoring firms. The committee may then invite a number of the highest scoring firms to interviews, if necessary. The number of firms shortlisted and interviewed will be at the discretion of the selection committee. The City reserves the right to make a selection based solely upon review of the submitted written proposals, and may elect NOT to conduct interviews with any other firms. Based upon the results of the proposals, and the first round interviews, if conducted, the City may short list firms a second time.

V. RESERVATIONS The City reserves the right to reject all proposals, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

VI. PROFESSIONAL SERVICES AGREEMENT AND INSURANCE REQUIREMENTS

Each consultant in preparing and submitting a Proposal for this Project shall certify by completing the attached document (Appendix C) that the consultant and its legal advisor and insurance carrier representatives have each and collectively read the referenced Professional Services Agreement Between ~~Henry~~the City and the Consultant, and all required other exhibits, attachments and supporting documents. See attached Appendix A (Professional Services Agreement.) The successful consultant also agrees to and shall provide insurance coverage for the entire term of the contract in the amounts and in the manner described therein.

VII. ADDITIONAL INFORMATION

All questions or requests for additional information shall be addressed to Tim Young, City Manager, City of Locust Grove (770) 957-5043 and tyoung@locustgrove-ga.gov ..

VIII. GENERAL INFORMATION/REQUIREMENTS

No organization is to discuss any aspect of this Request for Proposal (RFP) with any City or Henry County employee without approval of the City Manager. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as insuring the additional data is made available to all proposers.

All questions or requests for additional information shall be addressed to Tim Young, City Manager, City of Locust Grove at (770) 957-5043 or email tyoung@locustgrove-ga.gov

Submit copies of proposals in the number and manner described above.

All copies of the proposal must be identical. The full cost for proposal preparation is to be borne by the proposing firm.

Proposals must be signed in blue ink by a company official who has authorization to commit company resources.

The full assembly of proposals shall be submitted by respondents in a sealed envelope/package.

The sealed envelope/package shall be addressed to City of Locust Grove – RFP for Public Safety Facility, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248 and shall be identified with the proposal name and number, date and time of opening and the submitting consultant's company name on the outside.

No proposal submitted shall become publicly available to any requesting party until after award by the City of Locust Grove.

All proposals and supporting materials as well as any correspondence relating to this RFP become property of the City when received, and as stated above will become publicly available. Any information contained in any proposal that is deemed proprietary by the submitting party or parties shall be so specifically and clearly indicated in the proposal. However, a general indication that the entire contents or major portions of the proposal are proprietary will not be honored.

The City of Locust Grove reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and to waive any technicalities as deemed in its best interest.

Within ten (10) calendar days of receipt of the City's written the Notice of Award, the successful consultant shall provide to the City the following:

- i. Four (4) properly executed standard Professional Services Agreement and all required other exhibits, attachments and supporting documents.
- ii. Certificate of Insurance as specified in the proposal documents.

Failure by the selected successful consultant to provide the above documents within the time period specified may be just cause by the City for the annulment of the award. At the discretion of the City, an award may then be made to the next highest scoring responsible proposer, or the project re-advertised for new proposals in its entirety.

Each respondent shall complete and submit in a separate sealed envelope one (1) originally signed copy of the following

Appendix D: PROPOSAL FEE SCHEDULE AND CERTIFICATION OF FEE PREPARATION, which outlines the respondent's proposed cost of professional services in full accordance with the requirements of this RFP and the attached Professional Services Agreement. Each respondent shall provide a proposed fee, in the manner described below, for the following items of work to be performed:

FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming and Master Planning of the buildings and structures and fire training props, and the entire site, including site utilities and storm water management and detention, and drives, entrances and parking and overall site access for pedestrian and public and staff. Include also a cost estimate.

FEE AMOUNT B: LUMP SUM FEE AMOUNT: Preliminary Schematic Design of the Joint Public Safety Building and the entire, site, including site utilities and storm water management and detention, and drives, entrances and parking and overall site access for pedestrian and public and staff..

FEE AMOUNT C: LUMP SUM FEE AMOUNT: Conceptual Design. For this phase of the project and services to be provided, the consultant shall also clearly and fully delineate the scope of work recommended to move forward. Include also a cost estimate and schedule

END OF REQUEST FOR PROPOSALS

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Appendix A – AIA Document B101™ - 2007

Sample document cover. To be

Appendix B

NON-INFLUENCE AND NON-COLLUSION AFFIDAVIT
STATE OF GEORGIA COUNTY OF HENRY

_____, being first duly sworn, deposes and says that: (1) He is _____ (Owner, Partner, Officer, Representative, or Agent) of the Proposer that has submitted the attached Proposal; (2) He is fully informed respecting their preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal, including the proposed Fee for services to be performed; (3) Such Proposal and proposed Fee for services to be performed is genuine and is not a collusive or sham Proposal; (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, Respondent and/or Bidder, firm or person to submit a collusive or sham Proposal in connection with the Project for which the attached Proposal and proposed Fee for services to be performed, has been submitted to or refrain from proposing and/or bidding in connection with such Project, or has in any collusion or communication or conference with any other Proposer, Respondent and/or Bidder, firm or person to fix the price or prices, fee or fees, in the attached Proposal or of any other Proposer, Respondent and/or Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against City or any person interested in the proposed Project; and, (5) The price or prices, fee or fees, quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer, Respondent and/or Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit. (6) Respondent has not directly or indirectly violated O.C.G.A. § 36-91-21(d).+

(Signed) _____

Subscribed and Sworn to before me: (Name) _____ this
day of _____, 201____. Title: _____
_____. (SEAL) My Commission Expires _____

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Appendix C

CERTIFICATION OF REVIEW AND ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT

PROJECT NAME: Joint Public Safety Facility - City of Locust Grove, Georgia

CONSULTANT'S NAME: _____

THE UNDERSIGNED CERTIFIES, in preparing my Proposal for this Project, that I have read the referenced Professional Services Agreement Between the City and the Consultant and all required other exhibits, attachments and supporting documents, and that my legal advisor and insurance carrier representatives have also read the Professional Services Agreement. Therefore, I hereby make the following sworn statement:

CHECK AND INITIAL ONE OF THE FOLLOWING STATEMENTS:

_____ I and my legal advisor and insurance carrier representatives have read, understand and accept all the terms and conditions of the Professional Services Agreement, and if and upon award of the Contract for this Project will promptly execute and furnish all required statements, Exhibits and insurance.

_____ I and my legal advisor and insurance carrier representatives have read and understand all the terms and conditions of the Professional Services Agreement, BUT HAVE NOTED THE FOLLOWING EXCEPTIONS AND/OR QUALIFICATIONS to the execution and the furnishing of all required statements, Exhibits and insurance, if and upon award of the Contract for this Project, as listed, noted or described below, or on other supporting documentation as identified below:

THE UNDERSIGNED FURTHER UNDERSTANDS AND ACCEPTS that such submitted exceptions and/or qualifications may cause the City to determine the Proposal to be non-responsive and the Consultant to be non-responsible, and that the City may fully reject the Proposal and select another Consultant based upon the noted or described exceptions and/or qualifications hereto. Such a determination by City shall not be a cause of action by the Consultant against the City of Locust Grove.

I CERTIFY that the above information is true and correct and is applicable to the Proposal for this Project. Signed: _____ (SEAL, REQUIRED IF CORPORATION)

This _____ day of _____, 201____. **NOTARY AND WITNESS:** City of Locust Grove State of Georgia Notary Public: _____ (SEAL, REQUIRED) Witness: _____.

Appendix D

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FEE PROPOSAL SCHEDULE and CERTIFICATION OF FEE PREPARATION

The respondent has visited the site of the Project and has carefully examined and fully understands the Professional Services Agreement, Scope of Professional Services and Work of the Project, and other supporting information and documents hereto attached or referenced, and has satisfied himself as to the requirements of the Work, and hereby agrees that if his proposal is accepted, he will promptly contract with the CITY OF LOCUST GROVE according to this Request for Proposals (RFP) entitled REQUEST FOR PROPOSALS FOR MASTER PLANNING, SCHEMATIC DESIGN AND CONCEPT DESIGN SERVICES for **THE JOINT PUBLIC SAFETY FACILITY**, and Addenda, if any as listed and noted below. Therefore, the Undersigned proposes to furnish all professional services required by them in accord with said documents, for the Lump Sum or Percentage amounts as follows:

FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming and Master Planning: _____ DOLLARS (\$ _____) which amount is hereinafter called the "FEE AMOUNT A" Not To Exceed (NTE) Lump Sum Fee Amount.

FEE AMOUNT B: LUMP SUM FEE AMOUNT: Schematic Design: _____ DOLLARS (\$ _____) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

FEE AMOUNT C: LUMP SUM FEE AMOUNT: Conceptual Design: _____ DOLLARS (\$ _____) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each: _____

The Undersigned further agrees to commence services of the project within ten (10) calendar days from receipt of the written Notice of Award issued by City of Locust Grove, and to assign and commit adequate staff throughout the project to substantially complete all Work within the proposed or negotiated schedule. In compliance with the requirements of the Request for Proposals, as described and dated above, the Undersigned offers and agrees, if this proposal is accepted by the City Council within Ninety (90) calendar days of the date of proposal opening, to furnish any or all of the services upon which the above fees are stated.

Printed Name: _____ (Signature) _____
Company: _____ (Date)

Appendix D
NON INFLUENCE AND NON COLLUSION AFFIDAVIT
STATE OF GEORGIA COUNTY OF HENRY

~~_____~~, being first duly sworn, deposes and says that: (1) He is
~~_____~~ (Owner, Partner, Officer, Representative, or Agent) of the Proposer
that has submitted the attached Proposal, (2) He is fully informed respecting their preparation and
contents of the attached Proposal and of all pertinent circumstances respecting such Proposal,
including the proposed Fee for services to be performed, (3) Such Proposal and proposed Fee for
services to be performed is genuine and is not a collusive or sham Proposal, (4) Neither the said
Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in
interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or
indirectly, with any other Proposer, Respondent and/or Bidder, firm or person to submit a collusive or
sham Proposal in connection with the Project for which the attached Proposal and proposed Fee for
services to be performed, has been submitted to or refrain from proposing and/or bidding in connection
with such Project, or has in any collusion or communication or conference with any other Proposer,
Respondent and/or Bidder, firm or person to fix the price or prices, fee or fees, in the attached Proposal
or of any other Proposer, Respondent and/or Bidder, or to secure through any collusion, conspiracy,
connivance or unlawful agreement any advantage against **Henry City or any person interested in the**
proposed Project, and, (5) The price or prices, fee or fees, quoted in the attached Proposal are fair and
proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part
of the Proposer, Respondent and/or Bidder or any of its agents, representatives, owners, employees, or
parties in interest, including this affidavit. (6) Respondent has not directly or indirectly violated
O.C.G.A. §36-91-21(d).*

(Signed) _____

Subscribed and Sworn to before me: (Name) _____ this
_____ day of _____, 201____. Title: _____

(SEAL) My Commission Expires _____.

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